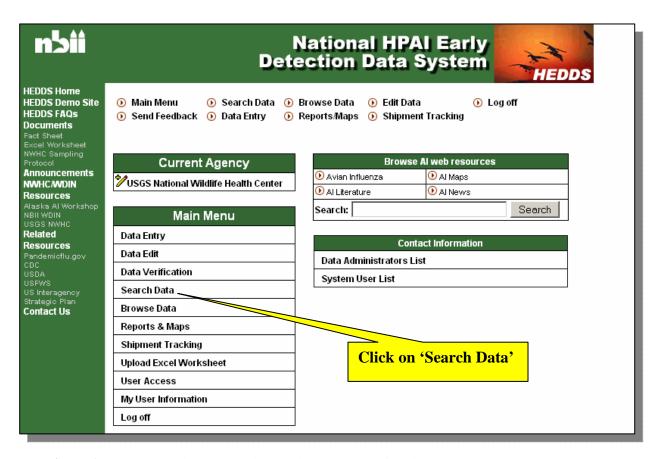
## **How to Search for Data in HEDDS**

1) Accessing the Search Data Function



**Figure 1 -** HEDDS Main Menu and accessing the search function.

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## 2) Using the Search Box

- Only ID numbers can be used with this search function. These ID numbers are "Bird ID" (e.g., band number, wing tag), "Sample ID" or "Test ID".
- To retrieve a single record
  - Type a specific sample number in the search box to find an individual record. Note: You MUST include any space or dash within the ID number; otherwise the search will not work. (See Figure 2).
- To retrieve a subset of records
  - o Type part of a sample number in the search box. The results will be a subset of records. (See Figure 4).
  - This subset can be searched using your browser's "Find" function. (See Figure 6).

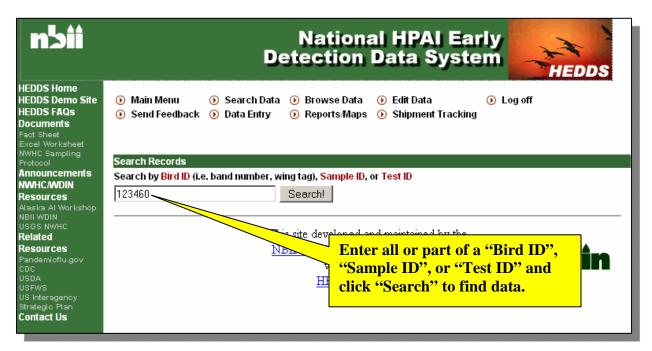


Figure 2 – Searching for a single record or subset of records in HEDDS.

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## 3) Viewing Matching Records

- If no matching record is found, the display will be empty with a notation that no records were found. (See Figure 5). At this point try broadening the search by entering a partial sample number.
- If a matching record is found, it will be displayed as seen in Figure 3 and Figure 4.

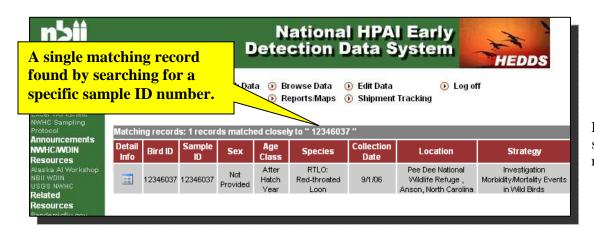
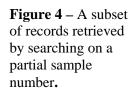
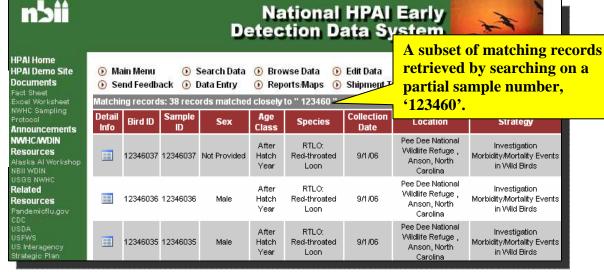
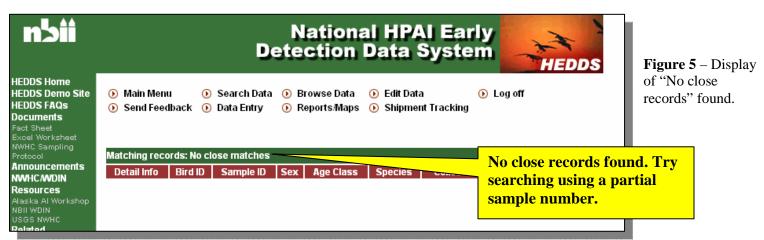


Figure 3 – Search results screen for a single sample record.







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- 4) Searching for Specific Records within Results Using Windows Internet Explorer.
  - To look for specific records within the search results using **Windows Internet Explorer** click "Edit" on the menu and then on "Find on this Page". Enter either text or numbers into the "Find what" box then click "Find Next" to find the information you entered.

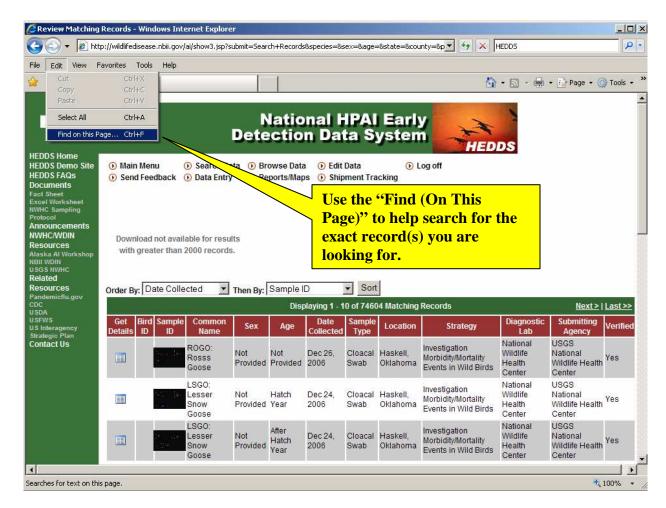


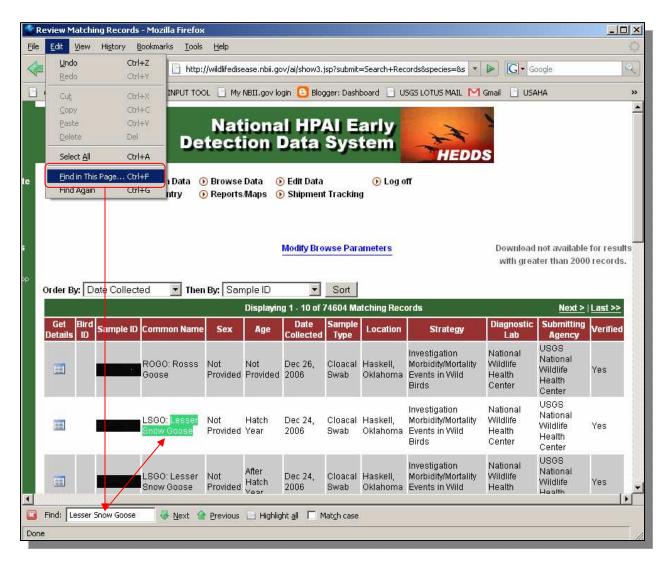
Figure 6 – The "Find (On This Page)" feature under the "Edit" menu helps you to search within the page of results for specific record(s).

Figure 7a– Internet Explorer: A "Find" window to help search for specific criteria in the list. You can enter either text or numbers into the "Find what" box then click "Find Next" to find the information you entered.



Last Update: 5/31/2007 Page 4 of 7 • To look for specific records within the search results using **Mozilla Firefox** click "Edit" on the menu and then on "Find on this Page". Enter either text or numbers into the "Find" box at the bottom of the screen. It will highlight the first match found in the search results. You can use "Next", "Previous" or "Highlight All" to view the matching selection.

Figure 7b-Mozilla Firefox: The find function appears in the bottom left-hand corner of your screen. As you type, matching text or numbers will be highlighted on the page.



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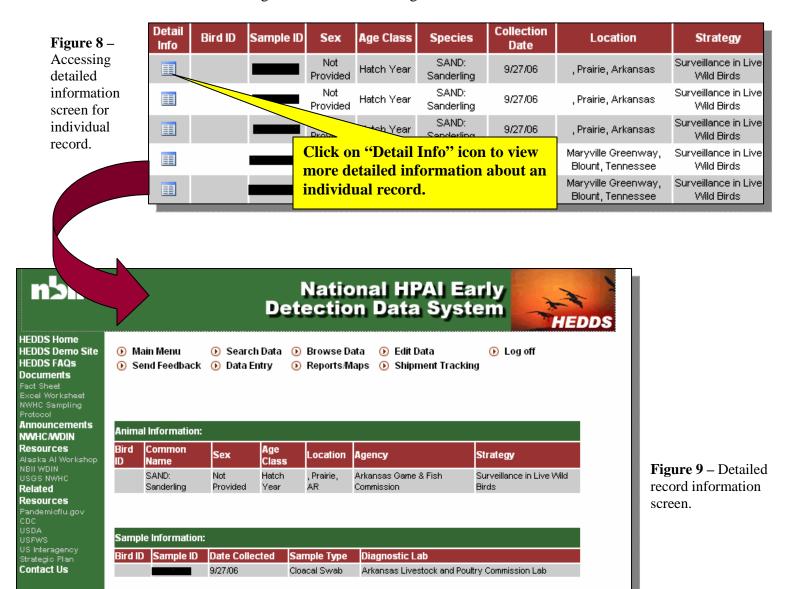
## 5) Accessing Detailed Information

Test Information: Animal ID

Sample ID

Test ID

- Click on "Detail Info" icon to view more detailed information about the data.
- To view "Detailed Info" for another record, use your browser back button to return to the original subset of matching records.



Test Type Matrix PCR

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Test Results

Negative Pool

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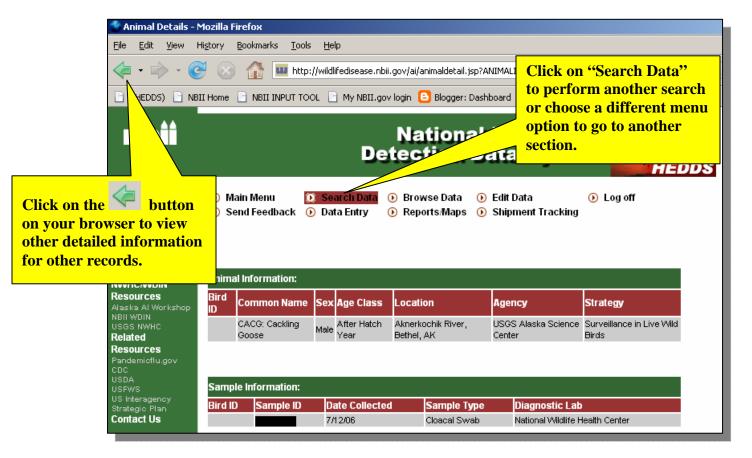
- **6**) Viewing Another Record, Performing Another Search or Choosing a Different Selection.
  - When finished viewing detailed information click on the back arrow of your browser to look at detailed information for other records.

OR

• Click on "Search Data" to perform another search.

OR

• Choose a different menu option to go to another section.



**Figure 10** – Viewing other detailed information, searching data again or choosing a different menu option.

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